Course Syllabus

Project Management for Information Systems

INFO 5306/4306

Fall/Spring Course Syllabus

University of North Texas
Department of Information Science

Dual Instructors:

Malak Khadar (lead instructor)
Research Scholar & Doctoral Candidate,
MalakKhadar@my.unt.edu
Department of Information Science
University of North Texas
Contact page

Dr. Jeff M. Allen
Regents Professor of Information Science
Jeff.Allen@unt.edu
Department of Information Science
University of North Texas
Contact page

Use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Instructors

DO NOT use @unt.edu email to contact instructors. Your email for the course will be lost in the many other emails.

Course Description

Managing the process of planning, developing, implementing and evaluating systems in libraries and information centers of all types and sizes. Planning, defining requirements, developing requests for proposals, evaluating alternative systems, and
locating and hiring consultants. **This is NOT a certification preparation course for professional licensure.**

**Extended Description**

In this introductory course, you will study the initiation, planning, execution, and closure of projects of all types and sizes as defined by the Project Management Body of Knowledge (PMBOK). Although not the library nor information systems specific, the PMBOK is the standard for those individuals who eventually seek certification as a Project Management Professional (PMP). This three-credit-hour course is delivered 100% via a course management system. **This is NOT a certification preparation course.**

**Course Goals and Objectives**

This is an introductory course with the goal of providing you with the basic knowledge needed for a beginning role as an effective planner/manager and/or participant in projects of all types and sizes. Objectives are that, upon completion of the course, you will be able to:

- Understand the *basic* concepts, terminology, processes, and tools of initiating, planning, executing, and closing a project as defined by PMBOK
- Develop a project work plan
- Prepare a project budget
- Manage a basic project plan
- Develop a communication plan for project stakeholders
- Identify & mitigate project risks
- Create a Project Proposal
- Create a Project Plan suitable for printing

**Course Philosophy**

This course is organized to assist students who are interested in learning how to serve as a project manager to help organizations reach optimal effectiveness. This course is significantly different from other undergraduate/graduate courses. Students are expected to be proactive in this competency-based course. This course is a course with several simple development rules: **100% online, module-based, asynchronous, no textbook, no final, open exit.** For more information see [Dr. Allen’s Teaching Philosophy](#).

**What this means**

The student team, is in control of when you have completed the course. You may complete it in a few weeks or continue right up until the last deadline (see course calendar).

**TEAM-based Course**
Detailed information about teams can be found on the Team Information page.

1. **THIS IS A TEAM and PROJECT-based course.** If you cannot work under these two conditions, you are advised to drop the course immediately. There are no options to work individually in the course. The course project is too large for an individual to successfully complete in the presented course format.

2. *Work turned in outside of the team project will receive a grade of zero.* Project management happens in team-environments and this course replicates that environment.

3. The course is asynchronous, self-paced (for the team). This means that the team can progress as rapidly as they choose to complete the course.

4. Teams are assigned by the instructor in a random methodology - changing teams is not an option

5. Yes, there is expected be team communication, cohesion and performance problems. This happens in real-life and is simply an adversity to be overcome as part of the course/assignment process.

6. The team leader is determined by the team at the beginning of the semester. All changes in team leadership need to be approved by the instructor.

**Notes for this semester**

1. This course is continually modified and there are always a few pains and a few errors. Please provide feedback to Dr. Allen ([Jeff.Allen@unt.edu](mailto:Jeff.Allen@unt.edu)) so that we can continue to improve the quality of the course.

2. We use a standard syllabus for the course, so from semester to semester, there may be some non-substantive variations.

**Course Evaluation**

- **A = 90 – 100%**
- **B = 80 – 89%**
- **C = 70 – 79%**
- **D = 60 – 69%**
- **F = 59% or below**

Assignment 1 – 5 75% of final grade
Assignment 6 25% of final grade

**VERY IMPORTANT EVALUATION NOTES**

1. **Assignment are due by 5:00p central time (GMT -6) on the date listed in the course calendar.**

2. **All late assignment will receive a letter grade of “F”.** Missing deadlines is not a business practice that allows employees to earn a living – for very long.
3. There are VERY, VERY few exceptions made to assignment deadlines – all assignments and due dates are known at least weeks before the assignment deadline. There are plenty of project examples are available online.

4. Assignments will only be graded if submitted on time and via the Assignment tool.

5. The grades will be assigned by team, not individually. Issues in communication, cohesion and performance are part of any team/group work in a school classroom or in industry - yes, these will affect the outcome of the assignment provided. The team leader that will certify appropriate team participation for their team - team members not participating appropriately will be assigned a lower grade than the remaining team members due to documented communication, cohesion and/or performance deficiencies. An individual's grade may be lowered from one to four letter grades below the teams assigned grade depending on the severity.

6. PLEASE turn an assignment in early – this is a viable and recommended practice. A missed deadline (F) will lower your FINAL grade by at least one letter grade.

7. If you have received an individual assignment grade that you would like to appeal, please send an email within Canvas, to Dr. Allen within seven days of the grade posting. The subject line should have: "Assignment Grade Appeal: yourassignmenttitle and your name". See more under assignment appeal process further in the syllabus.

8. Academic Honesty: These are final project examples provided for your use are models - and should not be duplicated. They can be used for inspiration and ideas - not as templates to be duplicated or copied from (that’s cheating) and will earn a grade of zero.

Course Calendar

<table>
<thead>
<tr>
<th>Knowledge Module</th>
<th>Assignment Due Date</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong> What is Project Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong> The Importance of a Project Manager</td>
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<tr>
<td><strong>Week 3</strong> Types of Project Management</td>
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</tr>
<tr>
<td><strong>Week 4</strong> Project Scope Project Scope (1 of 6)</td>
<td>Feb. 7th, 5:00p</td>
<td>15%</td>
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</tbody>
</table>
Week 5  Project Work Breakdown

Week 6  Estimating and Scheduling  Project Breakdown (2 of 6)  Feb. 21st, 5:00p  15%

Week 7  Project Cost and Budget

Week 8  Managing the Project  Project Schedule (3 of 6)  Mar. 6th, 5p  15%

Week 9  Communicating Planning

Week 10  Change and Quality Management  Project Budget (4 of 6)  Mar. 20th, 5:00p  15%

Week 11  Managing Risk

Week 12  Project Closure  Project Closure and lessons learned (5 of 6)  April 3rd, 5:00p  15%

Week 13  Project Proposals

Week 14  Working your Project Plan

Week 15  Exploring Careers in Project Management  FINAL PROJECT (6 of 6)  May 1st, 5:00p  25%

Course Communications (Within Canvas)

Use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Teaching Assistant and/or Professor

DO NOT use @unt.edu email to contact instructors. Your email for the course will be lost in the many other emails.

The first contact for course questions will typically be the course teaching assistant. The Teaching Assistant for the course and will be able to assist you with 90% of questions and issues. For the other 10% contact Dr. Allen. The teaching
assistant is utilized for this course to provide additional help as you complete the assignments.

Though responses may be slightly different, they will be close - many times it’s due to an interpretation of the question(s).

**Modules**

All modules are available under the Module tab in Canvas (left-side menu). These modules provide you with knowledge in the form of videos, slideshows, readings, etc. These modules are guided for you to learn more about a topic within the broad field of project management. There are many more resources for information that you should take an opportunity to explore as you work through your semester-long project. The field of project management has a deep and rich array of learning modules available for free - which allows us to have no required textbook for the class.

**Assignments**

All assignments are available under the Assignment tab (left-side menu). The assignments are described and have an assignment submission button available.

All assignments will be submitted and graded within Canvas - all assignments have a general rubric that will assist you in understanding the grading of each assignment.

There are a number of different options for submitting assignments. If you have questions about submitting an assignment, please ask well in advance of assignment deadlines. Please consider electronic communication difficulties. The student is responsible for all course deadlines – plan to turn in a few days early. Please be sure to keep a copy of your assignments (just in case).

**Please note:** Assignment will ONLY BE accepted via the Canvas Assignment tab submission. The assignment will not be graded if not submitted in any other manner.

**Course Assignment Appeals**

If you have received an individual assignment grade that you disagree with send an email, within Canvas, to Dr. Allen within seven days of the grade posting. The subject line MUST have: "Assignment Grade Appeal: yourassignmenttitle and yourname". Assignment grade appeals will not be negotiated if received after seven calendar days.

To parallel course grade appeals, an assignment appeal is appropriate when the student believes that the “the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances where the grade was assigned based on a. inequitable treatment that is the result of departure from the instructor’s stated standards, and course policies; or b. a decision based on an error in fact.”
Course Grade Appeal

https://policy.unt.edu/policy/06-040 (Links to an external site.)

Discussions

There are no graded discussions in this course. However, weekly guided reflection is available that can help facilitate course discussion. You are welcome to seek guidance and provide guidance to others in the class, however, the projects are individual.

Undergraduate vs. Graduate Students

This course is taught with a mixture of undergraduate and graduate students in both long and short semesters.

This course utilizes a real-world project and there are therefore are no “additional” assignments for graduate students. However, the scope of the projects and the quality of individual assignments will be graded based on the level of enrolling as either an undergraduate or graduate student. If you have a question on this policy, please ask before the first assignment is due.

The purpose of the course is to learn. This is a project-based class and you will get from the class the effort that you put into the class.

Open Exit

This course is significantly different from other courses you may have completed in the past. Students are expected to be proactive and responsible for this competency-based course.

If you are currently a project manager or have previous experience, this course will confirm your competencies and you will be able to rapidly advance through the modules and assignment. If you are new to project management, take the opportunity to explore every aspect of this growing career field.

You are in control of the time that you spend in the course and the outcome of your final grade. You are finished when you have completed and turned in all of the course assignments (6). This is a project-based class and you will get from the class the effort that you put into the class.

It is to your advantage to confirm your course completion with the course instructors.

Final Project Examples

We have included Final Project Examples for your use in this course with the permission of previous students (link). These are examples only! It’s like flavors of ice cream - you’ll like some, some not so much. This also does not means they are not all “A” projects - there’s a mixture of final projects representing a wide array of project scopes. They are simply examples to help you brainstorm and problem solve your chosen project." We are actively adding more...
Academic Honesty: These are examples, not models - and should not be duplicated. They can be used for inspiration and ideas - not as templates to be duplicated or copied from (that’s cheating).

If you have any questions, please ask.

Technical Support and Assistance

The UNT University Information Technology provides student IT services and technical support, including Canvas.

- UIT Homepage: https://it.unt.edu/uit
- Email: helpdesk@unt.edu
- Phone: 940.565-2324
- In-Person: Sage Hall, Room 330

Canvas technical requirements: https://clear.unt.edu/supported-technologies/canvas/requirements

General UNT Information

Note: Links have been provided to seek further information from UNT resources. The information below is summarized or quoted from the university website.

Student Academic Support Services

- Code of Student Conduct: provides Code of Student Conduct along with other useful links
- Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence
- Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- UNT Libraries
- UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience
- UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- Succeed at UNT: information regarding how to be a successful student at UNT

Disability Accommodations

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in
a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda (Links to an external site... You may also contact them by phone at 940.565.4323. The following is from https://disability.unt.edu/ (Links to an external site...) I have included some appropriate portions to help you seek guidance. You have to start the process:

"Student and Office of Disability Accommodation Responsibilities"

The Office of Disability Accommodation (ODA) is responsible for verifying that a student has a disability (as defined by the ADA). In order to receive a reasonable accommodation, a student must have a physical or mental impairment that substantially limits a major life activity (including the major life activity of learning), is perceived as disabled, or have a record of a disability. Because not all physical or mental impairments are considered disabilities under the ADA, including those that present themselves in noticeable fashion (e.g. wearing eyeglasses), it is important for faculty members to direct students to the ODA for verification of disabilities when a student seeks a reasonable accommodation. Once the ODA establishes that a student is disabled, the instructor/department, in consultation with appropriate departments (i.e. legal and ODA), determines whether a reasonable accommodation can be made that does not alter the fundamental requirements of a particular course or program.

Reasonable Accommodation Not Retroactive

Syllabi should inform students that they must go through the ODA before receiving a reasonable accommodation for a course and that they should have any disability for which they want a reasonable accommodation verified before a specified class day. Failure to obtain verification by the date established by the faculty member does not mean the student can never receive reasonable accommodation in the course. However, the faculty member only has to provide a reasonable accommodation once the disability is verified (assuming reasonable accommodation is possible). Grades received prior to verification of a disability and implementation of a reasonable accommodation need not be changed.

No Obligation to Identify Disability

A faculty member is not legally obligated to identify or diagnose a disability. Even if the disability is readily apparent and the student is having difficulty in the course, a faculty member should not ask the student whether his/her disability or condition is causing
the academic difficulty. Instead, have a list of resources ready as you would for all students experiencing academic difficulty and include the ODA in that list.

**Temporary Impairments**

Faculty members are not required to modify course requirements if a student is experiencing a temporary physical or mental impairment. The ODA will take into consideration the duration of the impairment when determining whether the student is disabled as defined by the ADA. However, an instructor may offer adjustments for students with temporary impairments (e.g. broken arm).

**Letter Confirming Disability**

The ODA will give a student a letter confirming he/she is disabled. This letter will recommend reasonable accommodations that the instructor should consider making.

**University Policy of Honesty and Integrity**

[https://policy.unt.edu/sites/default/files/06.003.pdf (Links to an external site).](https://policy.unt.edu/sites/default/files/06.003.pdf)

**Course Grade Appeal**

[https://policy.unt.edu/policy/06-040 (Links to an external site.).](https://policy.unt.edu/policy/06-040)

**Course Summary:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Due by</th>
</tr>
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<tbody>
<tr>
<td>Fri Jan 29, 2021</td>
<td>Assignment Project Scope (1 of 6)</td>
<td>5pm</td>
</tr>
<tr>
<td>Fri Feb 12, 2021</td>
<td>Assignment Project Breakdown (2 of 6)</td>
<td>5pm</td>
</tr>
<tr>
<td>Fri Mar 5, 2021</td>
<td>Assignment Project Schedule (3 of 6)</td>
<td>5pm</td>
</tr>
<tr>
<td>Fri Mar 26, 2021</td>
<td>Assignment Project Budget (4 of 6)</td>
<td>5pm</td>
</tr>
<tr>
<td>Fri Apr 9, 2021</td>
<td>Assignment Project Closure and Lessons Learned (5 of 6)</td>
<td>5pm</td>
</tr>
<tr>
<td>Fri Apr 23, 2021</td>
<td>Assignment Final Project (6 of 6)</td>
<td>5pm</td>
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</tbody>
</table>